

2012 Contractor of the Year (CotY) AWARDS PROGRAM

NARI Greater Cleveland members are invited to compete for the prestigious *2012 Contractor of the Year (CotY) awards*, in recognition of their achievements for remodeling projects finished between July 1, 2010 and November 30, 2011.

Each year NARI Greater Cleveland has both first-time entrants and seasoned participants that go home with Awards. No matter what your CotY experience level, follow these easy steps to be sure your entry is given full consideration by judges and your work receives the recognition it deserves. Please review these pages carefully.

Why You Should Enter

Companies – from one-person shops to the largest remodeling firms – report that winning this award is a major factor in enhancing their image within the industry and with prospective customers, and is a major morale booster for their employees. The numerous marketing opportunities available to CotY winners help set your business apart from other remodeling companies, and NARI helps by providing tools and resources to make the most of this distinguished honor.

NARI Website - Winning projects will be featured in the Photo Gallery on the NARI website at www.NARicle.org.

RemodelOhio – The winning projects' Before and After pictures will be featured in the Spring/Summer issue of *Remodel Ohio* - NARI Greater Cleveland's *Remodeling Guide and Membership Directory*.

The RemodelOhio Show - First Place entries will be displayed on the *Wall of Fame* (along with the companies' exhibit booth numbers) at the entrance of the **REMODELOHIO Show 2012**. Framed winning entries will be given to the entrants upon the conclusion of the Show.

What Does a Winning Entry Look Like?

Your ability to present your project in a manner that helps judges distinguish your project will go a long way to set you apart from the competition. The following tips from judges and staff are provided as guidelines, and are derived from feedback from recent program years:

- **Plan your entry.** A winner's entry is always well thought out. Arrange your photos, drawings, project descriptions, etc., in a way that's easy to follow from the beginning to the end of the project.
- **Describe the client's needs/wants,** and be sure your entry shows how you met those needs. Point out any obstacles and how they were handled. A concise project description at the front of the entry can help the judges understand what you were trying to accomplish, laying the groundwork for the project before they get into the detail.
- **Avoid filling up your entry pages with too many words.** Include only details that will help the judges determine why your project deserves high marks. A bullet-point format is easy on the eyes.
- **When displaying photographs, show the before and after photos** on facing pages whenever possible, so the judges don't have to flip back and forth over and over.
- **Small captions near photos** can help tell the project story.

About Photographs

Since your project cannot be judged in person, good quality photos are key elements in your presentation. Whether or not you use a professional photographer, please keep the following in mind:

- **Take “before” photographs before the start of every project.** If you make this a standard practice, you will be ready when the job you anticipated to be an average remodel turns out to be a National CotY contender. Take these shots from many angles. Take photos for work-in progress if it will help show the complexity of the process or the obstacles encountered.
- **Take the “after” shots from the same angles as the “before” photos** whenever possible. This helps give the judges a good perspective of the transformation. We also need related pairs (the before and after) for print and publication. Take both vertical and horizontal photos. If your project is published, it stands a better chance of being featured on a magazine cover if the editors have vertical shots from which to choose.
- **Only include photos that will enhance the project entry.** Although you have 15 pages, front and back, to display the project, you don’t need to use them all.
- **Do not include photographs that reveal the identity of the client, your company, or that show any people in the frame.** These elements are a distraction from the transformation you are trying to convey. Also, we legally can’t use photos with individuals in them without proper release on file. Therefore, these photos will not be chosen for display on the Wall of Fame (when you win!), or for publication by NARI or other media partners. Photos included with any of these elements will be removed from the entry and will be subject to point deductions.
- **Any photo enhancement is limited to brightness, contrast, or sharpness.** No items may be added or removed through photo enhancement techniques. Do not add or subtract items, or change the image in a way that may increase or decrease the value of the project. **The decision of the judges is final.** If any violation of the rules is presented to the awards committee within 30 days of announcing the regional awards, the project will be reviewed by the awards committee, provided appropriate evidence is presented. The national awards committee reserves the right to rescind an award with such violation, and the committee will forward the ethics issue to the local chapter for review. In the case of a member at large, the national bylaws committee will address.
- **Provide all the project photos displayed in your entry on a CD** and submit with the other required documents. Photos on this CD must be high resolution (300 dpi or better), and in JPG or TIF format. Larger photos give us more flexibility since we can always make them smaller. We may not be able to make them larger without losing quality. This CD will not be returned.

Review Your Work

Beginning this year, **entries may receive point deductions** (two points per violation), or worse, if rules are not met. An entry may receive point deductions and/or disqualification **for the following reasons:**

- Entry received after January 13, 2012
- Duplicate entry-the same portion of a project was featured in more than one entry
- Project finish date is outside of time frame
- Project does not contain any ‘before’ photos
- Photo alterations or enhancements beyond changing brightness, contrast, or sharpness
- Project cost not shown on first page of entry
- All required signatures or forms not provided
- Project completion date not provided
- Complete second set of photos on CD not provided
- Entry exceeded page limit
- Member identity revealed in entry or people included in photographs

In many instances, the difference from a 1st Place, 2nd Place and/or Honorable Mention award can be as close as a fraction of a point. Don't let point deductions place another entry ahead of yours. Careful review of the following pages and forms for accuracy and completeness will keep you off the violation list. Violations and disqualifications are at the judge's discretion.

The Judging Process

A *CotY Award Winner* is an entry that demonstrates remodeling excellence. Judges need to evaluate the balance of good marketing and the execution of a quality remodeling project. They use the following guidelines to evaluate each entry and compare them to each other. Please note that they are not required to present First Place Winners, Second Place Winners and Honorable Mention awards in every category. The following guidelines are intended as general direction in helping the judges compare the entries:

First Place Winner	<i>An outstanding or insightful approach or result. Significantly better than average.</i>
Second Place Winner	<i>Better than average approach or result of the entries submitted based on criteria.</i>
Honorable Mention	<i>Above average approach or result of the entries submitted based on criteria.</i>

Judging

All entries will be reviewed by category to assign a point value to each entry. There will be no discussion among the judges about the entries before or during the judging process, nor do they see other judge's score sheets. The total number of points will determine the place of the winners (First Place, Second Place, Honorable Mention, etc.). In the event of a tie, the judges will, by majority vote, determine the winner.

Helpful Hints

Be sure to answer all of the following questions that are pertinent to your project on your one-page summary and/or within your entry, to ensure that all information being judged is included:

- Describe the client's needs and desires.
- How did you meet those needs?
- Describe any budget limitations/restraints, if applicable.
- Include the client's testimonial. *(Optional, but preferred-- and highly recommended)*
- Are the materials functional/compatible with the existing structure?
- Are innovative uses of materials evident, or were any described and noted?
- Is lighting addressed?
- Describe any special problems and/or safety issues and how they were resolved.

The following is an example of a judge's ballot. The sub-questions in each section are meant to stir the judges thought processes and may not apply for each entry. This ballot may be modified as deemed necessary.

Judge's Name _____ Category _____

CotY Awards JUDGES BALLOTING CRITERIA

Please score all entries on a scale of 1 to 10 - with 1 being the **lowest** and 10 being the **best** and most positive score to be received. Be sure to include comments whenever possible.

LOWEST ----- BEST

AESTHETIC APPEAL

- | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----|
| <ul style="list-style-type: none"> • What is your overall impression of the Project/Entry? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Does the project enhance the existing structure aesthetically (line & rhythm, continuity & repetition, texture, color & contrast, symmetry & balance, and emphasis)? - or - If GREEN, does the project compliment/add value to the existing structure? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

MATERIALS

- | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----|
| <ul style="list-style-type: none"> • Are the materials functional for the client's needs/wants/use? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Are the materials compatible with the existing structure? - OR... <ul style="list-style-type: none"> - <i>If GREEN</i>, are the materials used eco-friendly, from a sustainable source and/or energy efficient? - <i>If HISTORIC RENOVATION/RESTORATION</i>, were original uses of materials duplicated in the project? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Were innovative uses of materials and/or methods of construction used in the project? - OR... <ul style="list-style-type: none"> - <i>If HISTORIC RENOVATION/RESTORATION</i>, were methods of application used to improve or enhance the original style of the structure? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

FUNCTIONALITY OF SPACE

- | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|
| <ul style="list-style-type: none"> • Does the new floor plan function well (area adequate to perform tasks, good traffic flow, etc.)? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Is lighting addressed – (<i>If GREEN</i>, is lighting energy efficient/best use of natural lighting?) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SKILL/CRAFTSMANSHIP

- | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|
| <ul style="list-style-type: none"> • Is there evidence of superior craftsmanship and attention to detail (i.e. moldings, woodwork, stairs, cabinetry, countertops, tile, glass, marble, metal, stone, masonry, etc.)? - OR... If <i>DESIGN category</i> evidence of attention to detail? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Were difficult challenges encountered and overcome in a creative/practical way? (i.e. site constraints, safety issues)? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <hr/> | | | | | | | | | | |
| <ul style="list-style-type: none"> • Did the contractor (or designer) meet the client's needs, desires, and budget limitations? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

TOTAL POINTS (MAX. 100) _____

PERCENTAGE _____

See JUDGES COMMENTS on back

JUDGES COMMENTS:

RULES & GUIDELINES

1. Only NARI contractor members are eligible for individual entries. All entrants' membership records will be checked to verify their classification, as a member in good standing. The entry fee for an individual entry is \$150. Once this fee is submitted along with your Entry Request, your Award Entry Binder will be forwarded to you via Priority Mail. Fees are nonrefundable, non-transferable and cannot be carried over to subsequent years.
2. Projects must have been completed between July 1, 2010 and November 30, 2011. Entries that were submitted for last year's awards will not be accepted.
3. All projects entered in CotY Award categories must be an improvement or addition to an existing structure, **unless entered in the Light Construction (new or remodeled category).**
4. All entries must be received by NARI Greater Cleveland, 3500 Lorain Ave. #200, Cleveland, Ohio, 44113 **on or before Friday, January 13, 2012.**
5. All entries must arrive in the official *2012 CotY Awards Entry Binder*.
6. A contractor member company may enter multiple projects in multiple categories and may enter more than one project in the same category, but the same project may only be entered in one category. **Please note that large multi-area projects may be divided into smaller categories.** For example, if a project includes a kitchen, bathroom and mud room, you can enter a kitchen category, a bathroom category and interior category.
7. Sixteen plastic sleeves have been included with the official entry binder. **The first sleeve is for entry materials only and will be removed upon arrival at the NARI Office. These are required forms and must be included with your entry.** These items will not be returned to you. Therefore, be sure to make copies for your records and include the originals with your entry. **This first sleeve must include:**
 - a. **Official Entry Form** – Contractors complete and sign this form. Please fill out one form for each entry.
 - b. **Proof of Time/Homeowner Affidavit** – Contractors complete and sign this form. The homeowner must also sign this form. The affidavit box must be filled in for the categories requiring proof of cost. Project total cost must include fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner might have hired (i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work) for the category entered. If a member submits a project that is his own property, the fair-market value of the project should be shown. Once this form is completed and signed by the homeowner, the **contractor's signature must be notarized.** Please fill out one form for each entry.
 - c. **Photographer's Release** – The owner of the photographs (professional photographer, contractor, homeowner, etc.) must complete and sign this form. If the photographer's release is altered in any way, you may lose the opportunity to have your winning project photos displayed at the *Evening of Excellence*, the *RemodelOhio Show*, *RemodelOhio – NARI Greater Cleveland's Remodeling Guide and Membership Directory*, and other various publications.

- d. **What Products Did You Use?** – This information is important in that, winners may receive coverage in publications as a result of NARI’s alliance with selected media sources. In order to get coverage, we need to be able to provide these companies information about the products you used in the project.
- e. Duplicate Set of Photos in Digital Format – A duplicate set of “before” and “after” photos must be provided in digital form on CD or DVD in TIF or JPEG format. **Digital photo files should be titled to include the category name and “before” or “after”.**
8. The remainder of your entry can be presented in up to 15 pages front and back, or 30 pages, one-sided.
- a. **The first page of the presentation must include the total project cost in the upper right corner.** This total must match the total on the Entry Form in the Homeowners Affidavit section. Cost is defined as contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services, or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.
- b. The first page should also include a brief summary of your project with the following points listed:
- Describe the client’s needs and desires.
 - Show that those needs were met.
 - Describe any of the client’s budget limitations/restraints, if applicable.
 - Describe how the materials used were functional/compatible and how they enhanced the existing structure.
 - Describe any innovative uses of materials.
 - Describe functionality of space, lighting, and attention to detail.
 - Describe any difficult challenges encountered and how they were resolved (i.e. site constraints, safety issues).
- c. The remaining sleeves are reserved for text, photos and captions describing the project (*tell the story*). Use this space to help lay the groundwork for the judges. **The project is limited to 15 pages total - front and back, or 30 one-sided pages.**
- d. If you are including **drawings that will not fit into a sleeve**, insert them into the back pocket of the binder. They should not extend over the top or side of the binder, and **will count as one page** (one sleeve, front and back) of your total page count.
9. **All visible references to your company name, logo, address, city, and state MUST BE ELIMINATED** from the front of these pages, photos, contracts, and other materials used in the entry or your project will be disqualified. If you are presenting a photo that has the required name/category on the back, be sure that your name is covered up with another photo, description or a piece of blank paper. **Entries that display your name anywhere visible on these pages will not be judged.** It is imperative that we maintain anonymity in the judging process.
10. It is ***mandatory*** that you enclose “before” and “after” photographs of the entire job. Take shots from the same angle, if possible. Include “during” photos, if available, to show difficulty or

innovative use of materials. Color photos are preferred, but all photos are acceptable. Mount photos in such a way that they may be easily removed, if necessary, and enclose them in the clear plastic sleeves provided. Short captions should appear under each photo. If you refer to photos in your text, number them for clarity either within the caption or separately. *Entries without "before" photos will not be judged.*

10. Video and audiocassettes are NOT acceptable as part of the CotY Award Entry.

Send your entry(s) to:

NARI GREATER CLEVELAND

3500 Lorain Ave. #200

Cleveland, OH 44113

Ph: (216) 631-7764 ~ Fax: (216) 961-6974

Email: awards@NARicle.org ~ Web: www.NARicle.org

Deadline for entries is Friday, January 13, 2012.

PHOTOGRAPHER'S RELEASE

The photographer must complete the following release.

Being the legal owner of the photographs taken of the premises at _____

(project address)

for the *2012 CotY Awards* competition, I hereby consent to and authorize NARI Greater Cleveland, The Chrysalis Awards and its agents and/or its assigns, to photograph, use, print, reprint, and publish any and all of my photographs and reproductions thereof. These photographs may be reproduced in any print or electronic medium (now existing or hereafter developed). I further consent that the photography taken by me and submitted as part of this entry, with or without accompanying editorial matter, may be used for the purpose of promoting NARI, The Chrysalis Awards, and its programs and services, without limitation, in any publications, displays and exhibitions.

I hereby release NARI Greater Cleveland, The Chrysalis Awards, and its agents from any and all liability arising out of or in connection with any use of the photographs. In consideration of the foregoing, NARI agrees to deliver to me two copies of the issue of the publication, in which the photographs are first published or notification of use in electronic media.

The undersigned represents that it has received an authorization/consent and release from the owner of the premises.

By: _____
(signature of owner of photographs)

Company Name: _____

Address: _____

Date: _____ Witness: _____

PROOF OF TIME/HOMEOWNER AFFIDAVIT

Contractor's Name: _____

Address: _____

Owner's Name: _____

Address: _____

Project Location: _____

Project Category: _____

PROOF OF TIME

Project Completion Date: _____

(Projects must have been completed between July 1, 2010 and November 30, 2011)

Owner authorizes and consents that any and all photographs taken of its, his or her premises by the contractor, or their agents, its suppliers, and manufacturers may be used by any or all of them, the NARI Greater Cleveland, and the Chrysalis Award; without limitation or restriction in any awards competition, promotion, or advertising, and consents that said photographs may be reproduced by any means whatsoever, including electronic transmission for publication, advertising, distribution and display at any time after the completion date.

HOMEOWNER AFFIDAVIT

This section required to be completed for all categories requiring proof of cost. See category listing for details.

I hereby acknowledge the total cost of remodeling my _____
(Project Category)

completed by _____ was \$ _____
(Contractor Company Name) (Total Project Cost)

This figure includes the contract price, all extras, change orders and the fair market value of materials and products that I purchased, and sweat-equity and in-kind services provided, and/or any subcontract work.

Owner's Signature

Date

Contractor's Signature

Date

Before me appeared the contractor named above, and they being duly sworn, state that the above information is true and correct, and they have signed this instrument as their free act and deed.

Notary Public

Date

Commission Expiration



2012 CoTY AWARD CATEGORIES

NOTE: **Cost is defined as** contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services, or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.

RESIDENTIAL

RESIDENTIAL ADDITION: *Under \$100,000; \$100,000 to \$175,000; \$175,001 to \$250,000; Over \$250,000*

Best residential addition with a total project cost of, one of the four above stated dollar amount categories. Includes, but is not limited to **additions, add-a-levels, or attic build-outs, which increases livable space of the existing home.** The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used. The entry must include:

- ✓ A copy of the contract
- ✓ Any change orders,
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being in one of the above stated dollar amount categories, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner may have hired, i.e. purchase of materials, demolition, painting, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher Addition category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

RESIDENTIAL BATH: *Under \$15,000; \$15,000 to \$30,000; \$30,001 to \$60,000; \$60,001 to \$100,000; Over \$100,000*

Best residential bath remodel with a total project cost of one of the five above stated dollar amount categories. Only interior photos may be used. The entry must include:

- ✓ A copy of the contract
- ✓ Any change orders
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being within the category limit, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner may have hired, i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher value Residential Bath category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

ENTIRE HOUSE: Under \$250,000; \$250,000 to \$500,000; \$500,001 to \$1,000,000; Over \$1,000,000

A project, with a total project cost of one of the four above stated dollar amount categories, that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include:

- ✓ A copy of the contract
- ✓ Any change orders
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being within the category limit, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner may have hired, i.e. purchase of materials, demolition, appliances, painting, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher value Entire House category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

RESIDENTIAL EXTERIOR: Under \$100,000; \$100,000 to \$250,000; Over \$250,000

Best exterior project with a total project cost of one of the three above dollar amount categories. Includes, but is not limited to alterations to the exterior of a residential building such as **porticos, porches, decks, sunrooms, glass or screen enclosures, windows, dormers, additions, dormers, add-a-levels, and exterior resurfacings like siding, stucco, etc.**, which enhances the overall appearance of the exterior. Work must be done to the existing walls of a residential structure.

The project cannot have changed the exterior footprint or elevations of the existing structure in more than one location. Interior and exterior photos may be used. The entry must include:

- ✓ A copy of the contract
- ✓ Any change orders
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being within the category limit, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner may have hired, i.e. purchase of materials, demolition, painting, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher value Residential Exterior category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

RESIDENTIAL EXTERIOR SPECIALTY

This category represents a special exterior element of a project. It includes, but is not limited to such projects as:

Arbors	Outdoor Lighting
Columns	Pagodas
Decks	Patios & Terraces
Driveways	Retaining Walls
Fences & Gates	Swimming Pools & Spas
Fountains & Water Features	Trellises
Other Masonry Elements	Walkways

Also included may be **detached structures such as garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc.** Only exterior photos may be used. The residential exterior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

RESIDENTIAL HISTORICAL RENOVATION/RESTORATION

The renovation/restoration of the interior and/or exterior of a house or a compatible addition, featuring period design and materials. The house must be a residential structure that was built prior to 1935.

HOME THEATER & MEDIA ROOMS UNDER \$150,000

A remodeled Home Theater or Media Room space within a house, with a cost under \$150,000 that serves as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio & video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only.

HOME THEATER & MEDIA ROOMS OVER \$150,000

A remodeled Home Theater or Media Room space within a house, with a cost over \$150,000 that serves as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio & video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only.

RESIDENTIAL INTERIOR: *Under \$100,000; \$100,001 to \$250,000; Over \$250,000*

Best residential interior remodel with a total project cost of, one of the three above stated dollar amount categories. Includes, but is not limited to, such projects as **family or recreation room remodeling, attic or basement conversions, etc.** Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used. The entry must include:

- ✓ A copy of the contract,
- ✓ Any change orders,
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being within the category limit, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that

the homeowner may have hired, i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher value Residential Interior category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

RESIDENTIAL INTERIOR SPECIALTY

This category represents a special interior element of a project. It includes, but is not limited to such projects as **railings and columns; brick, stone and masonry work; tiling; air conditioning and heating; fireplaces; vestibules; insulation; kitchen hoods; glass block; wall finishes such as plaster; flooring; audio/visual systems; and home automation.** Work must have been done to the interior of an existing residential structure, and only interior photos may be used. The residential interior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

RESIDENTIAL KITCHEN: Under \$15,000; \$15,000 to \$30,000; \$30,001 to \$60,000; \$60,001 to \$100,000; 100,001 to \$250,000; Over \$250,000

Best residential kitchen remodel with a total project cost of one of the six above stated dollar amount categories. Only interior photos may be used. The entry must include:

- ✓ A copy of the contract,
- ✓ Any change orders,
- ✓ And a completed *Homeowner's Affidavit* as necessary proof of the project cost being within the category limit, including fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner may have hired, i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work.

Entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's cost may be cause for the entry to be judged in the next higher value Residential Kitchen category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

NON-STRUCTURAL HOME IMPROVEMENT

Included, but is not limited to, such projects as **specialty wall coverings (new painting techniques, faux painting), floor coverings, interior design principles, etc.** Work must have been done to an existing residential structure. The Non-Structural Home Improvement must be specified in the entry materials and descriptive text in order to qualify.

RESIDENTIAL UNIVERSAL DESIGN

The residential universal design category will consider changes in residences that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, **accessible entrances, modified floor plans, barrier-free kitchens and baths, and use of "smart home" technology.** Emphasis will be on using products and design to create invisible solutions that blend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of stated goals.

LIGHT CONSTRUCTION (New or Remodeled)

Interior/exterior remodeled construction or new construction performed on or for a commercial or residential structure. Exterior and interior photos may be used. Includes, but is not limited to, such projects or operations as **cosmetic facelift; siding, roofing, insulation; window, door; railing, columns, brick, stone, masonry work; tiling; solar panels; HVAC; foundation repair; heating; gutters and leaders; etc.**

COMMERCIAL

COMMERCIAL INTERIOR

Remodeling performed within the existing walls of a commercial structure. Clearly define the type of client and the client's needs in the project description. Only interior photos may be used.

COMMERCIAL EXTERIOR

Remodeling performed on the exterior of an existing commercial structure where the building footprint or elevation has been changed. Clearly define the type of client and the client's needs in the project description. Only exterior photos may be used.

COMMERCIAL SPECIALTY

Includes, but is not limited to, such projects or operations as **cosmetic facelift; siding, roofing, insulation; window, door; railing, columns, brick, stone, masonry work; tiling; solar panels; air conditioning, heating; gutters and leaders, etc.** Work must have been done to an existing commercial structure. Clearly define the type of client and the client's needs in the project description. The commercial specialty must be included on your entry form and in the descriptive text to qualify.

COMMERCIAL UNIVERSAL DESIGN

Changes in commercial facilities that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, **accessible entrances, modified floor plans, and barrier-free design.** Emphasis will be on using projects and design to create invisible solutions that lend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of state goals.

2012 CotY Awards

FREQUENTLY ASKED QUESTIONS

1. *When is this year's deadline?*

All Entry Binders must be completed and received at the NARI Greater Cleveland office no later than Friday, January 13, 2012 by 4:00 p.m. Eastern Standard Time.

2. *Do I have to use a professional photographer to take the photos?*

No. It is not required, but better quality photographs show the most detail and give a better impression overall. Remember, you are trying to convince a panel of judges that your entry should be selected as a winner, so even if you don't use a professional, use the best quality photos possible, particularly your "after" photos.

3. *Do I have to include "before" photos or will "after" photos alone be sufficient?*

"Before" photos are required. It is not possible to see transformations if photographs of how the area looked prior to remodeling are not included. Get in the habit of taking "before" pictures at the beginning of every project. What began as an average project, just might turn out to be your best work. Also, taking your "before" and "after" photos from the same angle illustrates the dramatic transformation and helps the judges view the project's transition more effectively.

4. *Does a 'Proof-of-Time/Homeowner Affidavit' need to be filled out for every entry?*

Yes. This form must be filled out for every entry and the homeowners must sign where indicated. The contractor's signature on this form needs to be notarized.

5. *When will I receive my binder back from NARI Greater Cleveland?*

The judging will take place in February. Entries will be available immediately following the *Evening of Excellence* to be held Friday, March 16th.

6. *The plans/drawings won't fit into the plastic entry sleeves. How can I make the plans/drawings part of the entry?*

If the drawings won't fit into the sleeve, but fit into the back pocket of the binder, we will accept them. The judges often find them very helpful as they are looking over the project. However, they can't extend out of the top and sides of the binder. **The drawings will be counted against your total page limit.** If your drawings are multiple pages, we will count them as one sleeve/page (front and back).

7. *Is my fee refundable if I decide not to enter the competition after receiving the packet?*

No. Once the binder is purchased, **no refunds will be issued.** Binders cannot be carried over to subsequent years.

8. *How do I determine in which category to enter my project?*

Read the category criteria very carefully and don't forget to check out the specialty categories that are very broad and cover unusual types of projects.

9. *Can I find out if I have won an award prior to the Evening of Excellence?*

You will be notified by mail, if you are a CotY Award winner. Your winning place (1st, 2nd or Honorable Mention) will only be announced at the *Evening of Excellence* Awards Program to be held in March 2012.

10. *How will I know if you've received my entry?* Be sure to include your email address on your Official Entry Form. An email will be sent to you upon receipt of your Entry Binders at the NARI office. If no email is provided, a courtesy call will be made to your company phone number confirming receipt.

2012 CotY Awards CHECKLIST

Use this checklist to be sure you have completed and included all program/entry requirements.

- Are you a NARI member in good standing? Have your dues been received at the NARI office?
- Was the project completed between July 1, 2010 and November 30, 2011?
- Are the following entry forms filled out completely and included in the first sleeve of your binder?
 - Entry Form**, including the category, specialty name and all other required information
 - Proof of Time** form.
 - ✓ Has the contractor's signature been notarized?
 - ✓ Has the homeowner filled out the Affidavit portion?
 - Photographer's Release**
 - What Products Did You Use?**
 - Have you include a **CD containing the duplicate set of 'before and after' photos** (in TIF or JPEG format) with "before" or "after" included in the photo file names.
- Is the entry limited to the remaining 15 double-sided sleeves? *(The extra sleeve is for your entry forms as listed above.)*
- Have you included a copy of the contract, where applicable (**removing any and all references to your company name, address, etc.**) and placed it in the front, inside pocket of your entry binder?
- Have you included a one-page summary sheet with the following information, as applicable:
 - Total Project Cost listed at the top right-hand corner of the page.
 - Describe the client's needs and desires.
 - Show that those needs were met.
 - Describe any of the client's budget limitations/restraints, if applicable.
 - Describe how the materials used were functional/compatible and enhanced the existing structure.
 - Describe any innovative uses of materials.
 - Describe functionality of space, lighting, and attention to detail.
 - Describe any difficult challenges encountered and how they were resolved. (i.e. site constraints, safety issues)
- Did you provide the client's testimonial? *(Optional, but preferred)*
- Have you included both "before" and "after" photos in your entry with captions describing each?
- Have you removed, eliminated or completely hidden your name, logo, company name, etc. on all entry pages including contracts and paperwork?**
- If you included large drawings in the back pocket, do they fit completely in the pocket without extending out of the binder – and have you counted them as one of the 15 plastic sleeves?
- Will your entry arrive by **Friday, January 13, 2012** at the NARI Greater Cleveland office located at 3500 Lorain Ave., Suite 200, Cleveland, OH 44113?



2012
Contractor of the Year (CotY)
Awards Competition

OFFICIAL ENTRY FORM

Enclosed is my individual company entry in the *2012 CotY*. This form is to be placed in the inside front pocket of your official Entry Binder.

I am submitting this entry in the following category: _____

If entering a specialty category, enter the specialty here: _____

Entrant's Name: _____

* Company Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____

(Entrants must be NARI members in good standing according to the membership roster. Please print your company name exactly as you would like it to appear on an award if selected as a winner.*

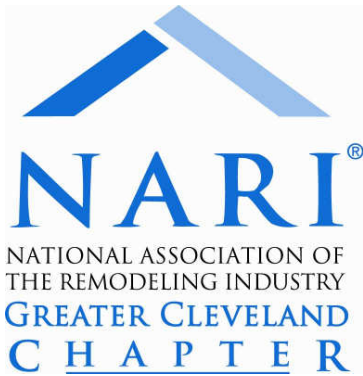
Promotional Agreement

I agree that if my entry is selected as a winner, all promotion, advertising, business stationery and/or marketing literature used by me or my company, firm or corporation, wherein the award is mentioned, will clearly state the title of the award, the level of award (First Place, Second Place, Honorable Mention), the category, and the year in which the award was presented. I understand that NARI assumes no responsibility for loss or damage of any materials submitted.

I hereby affirm that all facts and materials set forth herein are true to the best of my knowledge and belief, and that all required work relevant to this application and the materials furnished thereto were performed and furnished by the undersigned, except where otherwise specially set forth. I also affirm that I have read and agree to all the rules, regulations and guidelines of the *CotY Awards* competition.

(Signature)

(Date)



**2012 CotY Awards
Entry Binder REQUEST FORM
REQUEST DEADLINE: December 30, 2011**

Company Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Please send me _____ official CotY Awards binder(s) at the cost of \$150 each.

TOTAL: \$ _____

Enclosed please find:

___ Check/money order in the amount of \$ _____ made payable to:
Professional Remodelers of Ohio

___ Charge my credit card \$ _____ MasterCard ___ VISA
(Please complete the section below.)

Card Number: _____ - _____ - _____ - _____ Exp. ____ / ____

Cardholder Name: _____

Authorizing Signature

Date

MAIL TO: CotY Awards, 3500 Lorain Ave., Suite 200, Cleveland, OH 44113; PH: (216) 631-7764; **FAX:** (216) 961-6974

Your official 2012 CotY Awards Entry Binder(s) will be shipped to you via Priority Mail, with a complete list of Rules and Guidelines, upon receipt of request and payment.

In order to qualify for the awards competition, all Entry Binders must be completed as instructed in the Rules and Guidelines, and received at the NARI office by end of business, Friday, January 13th, 2012.

QUESTIONS? Call Susie at (216) 631-7764 Ext. 15 or email susiew@NARicle.org.

NARI USE ONLY

RECEIVED ____/____/____

BINDER(S) SENT ____/____/____



2012 CotY Awards

LIST OF CATEGORIES

For more category information, VISIT our website at www.NARICle.org/categories.aspx

RESIDENTIAL

<u>ADDITION</u> Under \$100,000 \$100,001 to \$175,000 \$175,001 to \$250,000 Over \$250,000	<u>BATH</u> Under \$15,000 \$15,000 to \$30,000 \$30,000 to \$60,000 \$60,000 to \$100,000 Over \$100,000	<u>ENTIRE HOUSE</u> Under \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 Over \$1,000,000	<u>INTERIOR</u> Under \$100,000 \$100,001 to \$250,000 Over \$250,000
---	---	--	--

<u>EXTERIOR</u> Under \$100,000 \$100,001 to \$250,000 Over \$250,000	<u><i>EXTERIOR CATEGORY</i></u> includes, but are not limited to: Add-A-Level; Additions; Decks; Dormers; Enclosures (glass or screen); Exterior Resurfacing (siding, stucco, etc.); Porches; Porticos; Sunrooms; Windows
---	---

EXTERIOR SPECIALTY includes, but is not limited to: Arbors; Columns; Decks; Driveways; Fences & Gates; Fountains & Water Features; Glass Block; Other Masonry Elements; Outdoor Lighting; Pagodas; Patios & Terraces; Retaining Walls; Roofing ; Swimming Pools & Spas; Trellises; Walkways --- Projects may also include but are not limited to detached structures such as: Garages; Gazebos; Guesthouses; Pavilions; Pool Houses; Sheds; Studios.

RESIDENTIAL HISTORICAL RENOVATION/RESTORATION

HOME THEATER & MEDIA ROOMS UNDER \$150,000

HOME THEATER & MEDIA ROOMS OVER \$150,000

RESIDENTIAL UNIVERSAL DESIGN

NON-STRUCTURAL HOME IMPROVEMENT includes, but is not limited to:
 Interior Design, Floor Coverings, Wall Coverings, etc.

<u>KITCHEN</u> Under \$15,000 \$15,001 to \$30,000 \$30,001 to \$60,000 \$60,001 to \$100,000 \$100,001 to \$250,000 Over \$250,000
--

INTERIOR SPECIALTY includes, but is not limited to: Brick; Columns; Fireplaces; Flooring; Glass Block; HVAC; Home Automation; Kitchen Hoods; Insulation; Masonry; Plaster; Railings; Stone; Tiling; Vestibules; Wall Finishes

LIGHT CONSTRUCTION: Interior/exterior remodeled construction or new construction performed on or for a commercial or residential structure. Includes, but is not limited to, such projects or operations including but not limited to: Brick Work; Columns; Cosmetic Facelift; Door; Foundation Repair; Gutters; HVAC; Insulation; Leaders; Masonry; Railings; Roofing; Siding; Solar Panels; Stone ; Tiling; Window.

COMMERCIAL

BEST GREEN COMMERCIAL REMODEL

COMMERCIAL INTERIOR

BEST GREEN COMMERCIAL PROJECT

COMMERCIAL EXTERIOR

COMMERCIAL SPECIALTY includes, but is not limited to: Brick Work; Columns; Cosmetic Facelift; Door; Foundation Repair; Gutters; HVAC; Insulation; Leaders; Masonry; Railings; Roofing; Siding; Solar Panels; Stone; Tiling; Windows